

# NEWPORT NEWS REGIONAL LOCAL HUMAN RIGHTS COMMITTEE (NNRLHRC)

## MINUTES - January 10, 2012 - DRAFT

<b>PRESENT:</b>	
Felicia Tyler	LHRC Member, Chair
Deborah Elliott	LHRC Member, Co-Chair
Robin Rukin	LHRC Member, Secretary
Robert Thompson	LHRC Member
Timothy Russell	LHRC Member
Hillary Zaneveld	Office of Human Rights
Narissa Rhodes	Office of Human Rights
Teresa James	Brighter Futures
Danielle Wade	Chessen and Associates
Heather Fisher	Family Solutions
Ednora Mason	Heart & Soul
Matthew Bradley	Heart & Soul
Patricia Bills	Alexander House
Darnell Parker, Jr.	C.A.T.C.H
Corey Olds	Guiding Young Girls
Robert Stitt, Jr.	Inner Circle
Pierre Ames	Opportunities for Growth
Carey Chappell	Newport News Behavioral Health Center
<b>ABSENT:</b>	
Jill Adrian	Newport News Behavioral Health Center
Clarence Mayo	Faith Hope Care Provider
Barbara Farrell	Residential Living Options

### **I. CALL TO ORDER**

The meeting was called to order by Ms. Tyler, Chairperson at 2:10pm.

### **II. REVIEW OF THE MINUTES**

The minutes for the meeting were reviewed. A motion was made to amend the Agenda and add Heart and Soul and Guiding Young Girls to Old Business. A change was also made to the minutes regarding the Restraint/Seclusion Reports. Director Marion Greenfield is identified as the correct person to submit Annual seclusion/restraint reports. Seclusion/restraint reports are due by January 15<sup>th</sup> every year. A motion was made by Ms. Elliott to accept the minutes with the requested revisions. Motion was seconded by Ms. Rukin. Vote was taken, all in favor.

### **III. OLD BUSINESS**

Topic: Ms. Tyler, NNRLHRC Board Chair signed and accepted the Cooperative Agreement provided by Heart and Soul. Heart and Soul was instructed by Hillary Zaneveld Office of Human Rights to mail the original to the Human Rights Office.

Topic: Guiding Young Girls provided a letter to the board members and OHR stating that their organization would be using their current program rules of conduct and behavioral management policies and procedures for this new service. The HR Committee did review the letter and approved affiliation for Mental Health Support.

**IV. NEW BUSINESS – No New Business**

**V. ADVOCATE'S REPORT**

- Ms. Narissa Rhodes OHR Advocate was introduced to LHRC Board Members and Affiliates.
- Mr. Timothy Russell LHRC Member was introduced to LHRC Board Members and Affiliates. All Affiliates were instructed to add Mr. Russell to the current mailing list and to mail copies of the current and future reports. Mr. Russell gave the affiliates his address and requested a copy of his fellow board members contact information.
- Ms. Zaneveld explained reporting requirements to affiliates that include resident information, and how to properly document such information regarding incidents on the new forms.
- Ms. Zaneveld announced that 2 LHRC Training Sessions per year will be offered to LHRC Members. Training Sessions are expected to begin February or March 2012. While the training is primarily for the LHRC Members, Providers may submit a request for training. Providers will be expected to host the training session (i.e. Refreshments).

**VI. STANDING REPORTS**

Topic: **General Information**

Discussion: Affiliates were asked to bring any issues that include resident information to be heard in closed session. The following affiliates read aloud their quarterly report to the board members and OHR:

- Heart and Soul
- Newport News Behavioral Health Center
- Chesson and Associates
- Family Solutions
- Opportunities for Growth
- Brighter Futures
- CATCH
- Inner Circle
- Alexander House
- Guiding Young Girls

Note: Ms. Zaneveld reported that Board Members are not receiving reports from Affiliates as requested. Only 3 of the 12 LHRC Affiliates submitted the required documentation. Reports do not need to be submitted to Mr. Daye.

Note: Annual seclusion/restraint reports are due to the Director of Clinical Quality & Risk Management Marion Greenfield by January 15<sup>th</sup>.

Clinical Quality & Risk Management  
Po Box 1797  
Richmond, VA 23218-1797  
Fax: (804) 786-8623

**VII. PUBLIC COMMENT – No Public Comment**

**VIII. CLOSED SESSION**

Motion: At 3:27pm Ms. Elliott moved that the NNRLHRC go into executive session, pursuant to Virginia Code 2.2-371(A), for the protection of privacy of individuals and their records in personal matters not related to public business, namely to review serious incidents from Alexander House, Family Solutions, and Newport News Behavioral Health Center pursuant to the regulations. Mr. Thompson seconded the motion. Vote was taken, all in favor.

**IX. RECONVENED IN OPEN SESSION**

Motion: At 4:15pm a motion was made by Ms. Elliott to reconvene into Open Session. The motion was seconded by Mr. Russell and each member so certified that to the best of each members knowledge only private business matters lawfully exempted from statutory open meeting requirements and only private business matters identified in the motion to convene the executive session were discussed in executive session.

**X. LOCAL HUMAN RIGHTS COMMITTEE RECOMMENDATIONS**

**Alexander House:**

- No recommendations

**Family Solutions:**

- No recommendations

**Newport News Behavioral Health Center:**

- No recommendations

Topic: 15 Minute trainings at each meeting to be implemented by Ms. Zanefeld for LHRC Board Members after reconvening into open sessions, starting April 17<sup>th</sup> 2012.

**XI. MEETING SCHEDULE 2012 (2:00-4:00pm):** April 17<sup>th</sup>, July 10<sup>th</sup>, and October 9<sup>th</sup>

**XII. NEXT SCHEDULED MEETING**

The next regular LHRC meeting is scheduled for Tuesday, April 17, 2012 at 2:00pm at Newport News Behavioral Health Center
---

**XIII. ADJOURNMENT**

Ms. Tyler adjourned the meeting at 4:32pm

RESPECTFULLY SUBMITTED: Felicia Tyler, Chairperson

FT/tj and rr